

INFORMATION OF THE

CER OFFICE

B.E.S & T UNDERTAKING

(Information mandatory under section 4 of
Chapter II of Right to Information Act, 2005)

CHAPTER II – [Right to information and obligations of public authorities]

4. [b] [I] : The Particular of its Organization , Functions and Duties.

The particular of department:-

Name of the department	CER Office.
Address	1 st Floor, Multi-storeyed- Annex Building BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001
Contact No.(Tel)	(022) 22799567

1. The Functions and duties of department:-

The Regulatory Office, Power Management Department, Power Procurement Departments are functioning under the control of CER Office.

4. [b] [ii] : The powers and duties of its officers and employees :-

Designation	On Roll Staff	Remark
1.Chief Engineer Regulatory	1	-
2.Supdt.Engineer	1	On loan
4.Adm. Officer	1	On loan
4. Jamadar (P)	1	On loan

1. The Powers and Duties of Chief Engineer :-

The Regulatory, Power Management, Power Procurement departments and Deputy Chief (MERC) office work under overall control and supervision of Chief Engineer (Regulatory). Deals with regulatory issues, power procurement and power management of undertaking. BEST's Official representative to co-ordinate /liaison with Maharashtra Electricity Regulatory Commission (MERC) /Central Electricity Regulatory Commission (CERC) /Central Electricity Authority (CEA) in regulatory issues of undertaking and also coordinate with State Load Dispatch Centre (SLDC), Tata Power Company – Generation and other power suppliers in power procurement and management. Nodal Officer for Grid Co-ordination Committee. Attending hearings, related to BEST before Commission, Appellate and various Courts.

BEST's nominated officer for MAHA SGCC WG-1: State Energy Policy /Smart Grid Roadmap.Assists to Asst. General Manager Electric Supply (AGMES) in his day to day working pertaining to Regulatory and Power Procurement.

2. The Powers and Duties of Supdt. Engineer :-

To assist CER in all matters related to MERC, CERC, CEA, APTEL and Courts. Monitor Power Schedule and actual Power Purchased through DSM Control Centre. Daily works assigned by CER.Study / scrutiny e-files put up by Departments under CER Establishment. Study the Regulatory Orders and Regulations and put up comments. Arrange seminars /presentation/meeting on regulatory matters for officers and staff as a capacity building.Follow up with various Department for collecting data / statistics.

3. The Powers and Duties of Assistant Adm. Officer:-

Assistant Adm. Officer (AAO) is responsible for all administrative work. Display various schedule of appointments/meetings/conferences etc. on Board. To make arrangement for meeting as per requirement of CER. Attending the various incoming calls of CER received from outside utilities and various officers of the undertaking and forward the same to CER. To check daily E mails, letters addressed to CER and files/ e files. Maintaining daily attendance of officers and staff. To maintain all correspondence inward/outward as regards to CER and staff. To prepare monthly statement and routine reports to concern and also mark absentee Memos of A & B grade and staff in CTAS Programme. Handling Imprest cash and prepare bill voucher and keep follow up for recoup the same Maintain all records / files / information pertaining to CER office. Also maintain staff/officers Service record file and also maintain confidential files if any. All Establishment related work, Prepare Budget estimates, maintaining staff records, following up of procurement of various requirements also to fill up Purchase form and maintain purchase register. Reply RTI applications. Follow up various matters as and when required by CER. Perform other routine work as allocated by CER from time to time. Any other duties assigned by superiors of the dept. from time to time. Any other miscellaneous work like filing up the requisition form for stationery.

4. The Duties of Jamadar (P)

Cleaning and dusting of office furniture.

To attend door bell.

To keep Inward papers into the tray, and bring out outward papers from the tray for dispatching.

Carrying /despatching the PPs to the departments and other various offices.

Taking out references files from cabinets/cupboards after finishing the work keep them back.

To bring Materials/stationery from stores dept.

Miscellaneous official tasks assigned by officers.

4[b][iii] : the procedure followed in the decision making process, including channels of supervision and accountability.

Level V		GM	
			The decision making process follow route as shown & subsequent higher level perform task of supervision and contribute to the process of final decision.
Level IV	DGMES		AGMES
Level III		CER	
Level II	DCEMERC		DCEP (post vacant)
Level I	Regulatory, Power Purchase & Power Management.		

4[b][iv] : the norms set by it for the discharge of its functions :

CER functions within the frame work of BEST Undertaking and is accountable to GM BEST and senior officers in the hierarchy.

4.[b][v] : the rules ,regulations, manuals and records held by it or under its controls or used by its employees for discharging functions :-

Electricity Act 2003,

MERC Regulations, orders, code, etc.,

Supply Code,

Standard of Performance (SOP) Regulation.

Service Regulations,

Standing Order, Administrative order, Procedure order, etc.

4. [b] [vi] : the statement of the categories of documents that are held by it or under its control :-

Administrative / Establishment files,

Subject files related to Power management/Procurement and regulatory matters.

Petition filed with commission, ATE, High/Supreme court, etc. & orders of that.

Queries received from RTI applicants, BEST Committee, GOM, etc.

4.[b] [vii] : the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :-

Not Applicable.

4.[b] [viii] : a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sits part or for the purpose of its advice, and as to whether meetings of those boards, councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public :-

Not applicable.

4. [b][ix] : a directory of its officers and employees :-

Sr.No.	Name of Officers / Staff	Design.	Grade	Ch. No.	P.S. No on Sep.2022
1	Shri.N.N.Chougule	Chief Engineer	A-1	213834	105/01
2	Shri.D.G.Patil	Supdt Engineer	A-4	215171	118/01
3	Shri.S.A.Surve	Adm.Officer	AGIX	213045	111/01
4	Smt.R.A.Bait	Jamadar (P)	AG-III	280810	148/01

4. [b] [X]: the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

As on Sep 2022

Sr. No	Grade	Name of Officer/Staff	Designation	Basic Pay (Rs)	Monthly remuneration (Basic Allowances) (Rs)
1	A-1	Shri. N.N.Chougule	CER	94,250.00	1,57,147.82
2	A-5	Shri.D.G.Patil	Supdt.Engineer	66,450.00	1,06,185.00
2	AG/IX	Shri S.A.Surve	Adm.Officer	52,550.00	84,094.65
4	AG-III	Smt.R.A.Bait	Jamadar (P)	30,635.00	40,919.40

4.[b] [xi] : the budget allocated to each of its agency, indication the particulars of all plans, proposed expenditures and reports on disbursements made :-

The records with regard to budget allocation and plan are maintained by Accounts dept. and are also available in proposed Budget Estimate prepared every year. However, to meet miscellaneous expenditure Rs.2000/- Imprest Cash is maintained in CER's office.

4. [b][xii] : the manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :-

Not Applicable.

4. [b][xiii] : particular of recipients of concessions, permits or authorizations granted by it:-

Not Applicable.

4. [b][xiv]: details in respect of the information ,available to or held by it, reduced in an electronic form:-

The information in respect of CER Office, officers and staff is available in the form of electronic on the website viz. www.bestundertaking.com.

4. [b][xv] : the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room. If maintained for public use:-

Not Applicable.

4. [b][xvii]: the names, designations and other particulars of the public information as may be prescribed: and thereafter updated these publications every year :-

Shri S. N. Bhinge (Public Information Officer),
Deputy Chief Engineer,
BEST Undertaking,
Regulatory Department,
Multi-storeyed Annex Building, Ground Floor,
Accommodation Road, Colaba,
Mumbai-400001.

4. [b] [xvii]: such other information as may be prescribed :-

Not Applicable.

